

## Microsoft Windows Vista: The Definitive Introduction!

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### Course Objectives:

This course is designed for in- experienced end-users of Microsoft Windows Vista. Delegates will learn the essential skills required for using applications within the Windows environment.

### Prior Knowledge Required:

No prior knowledge is assumed, but a basic background knowledge of computers would be helpful.

**Course Duration:** 1 day, but course contents can be tailored if required.

### Introduction

- What is Windows Vista?
- Hardware & Software Requirements
- Which Version?
- Exploring The Windows Vista Desktop
- Using Help
- Using Live Search
- Using Shut Down / Log Off

### Using Applications

- Launching a Program
- Understanding Common Windows Elements
- Working With Multiple Applications

### Using Accessories

- Introducing Accessories
- Using WordPad
- Becoming Creative with Paint!
- Calculator
- Windows Mail & Windows Calendar
- Windows Defender

### Securing Windows Vista

- Defender
- Permissions & Rights
- BitLocker Drive Encryption
- Working With Drawings & Images
- Windows Backup & System Restore
- Recovering Data with Shadow Copy

### Managing Files and Folders

- Using Windows Explorer
- Connecting to Shared Data
- Creating Folders & Using Virtual Folders
- Moving & Copying Files and Folders
- Deleting Files and Folders
- Renaming Files and Folders
- Burn DVDs with Windows Vista
- Working with USB Devices
- Using the Recycle Bin

### Customising Windows Vista

- The Task Manager
- Desktop Views
- Changing Settings and Properties
- Creating Shortcuts
- Manipulating the Taskbar and Toolbars
- Working With Accessibilities & Voice Recognition
- Using the Control Panel
- Adding & Removing Start Menu Items

### Windows Vista and The Web

- Accessing Web Addresses
- Working with Tabs
- Browsing The Web Offline
- Remote Assistance
- Protecting User Data with IE7 Security Features



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